



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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November 29, 2011

Subject: Letter of Clarification No. 5
Office Supplies

Reference: Invitation to Bid (ITB) No.: S06-S24031

To All Prospective Suppliers:

This Letter of Clarification is issued for the following reason:

- To answer the following question:

Question: *"As we finalize the pricing exhibits for the currently open office products solicitation S24031, I wanted to confirm if the City of Houston participates in the Hewlett Packard "Big Deal Pricing" program concerning toner cartridge procurement. Since toner makes up a large percentage of the city's spend, we want to make sure and utilize (and be included in) City of Houston's "Big Deal Pricing" to make sure we are providing a competitive bid pertaining to toner. Please let me know as soon as possible if the City of Houston does utilize this HP toner pricing program so that we can finish preparing our bid accordingly."*

Answer: *"The City of Houston does not participate in this program."*

This Letter of Clarification will be considered part of the solicitation referenced above.

Furthermore, it is the responsibility of each Supplier to obtain any previous Letter(s) of Clarification associated with this solicitation.

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TLR:DRH:tlr

cc: File

Partnering to better serve Houston

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